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Minutes

Staff Senate

1994

April 25, 1994

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Recommended Citation

Staff Senate, "April 25, 1994" (1994). *Minutes*. 19.
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STAFF SENATE

Minutes of April 25, 1994 (Vol. 1, No. 19)

The meeting was called to order by Staff Senate President Stewart at 1:02 p.m., Schahrer Room, Union

Present: Kathy Cartwright, Danny Cross, Vickie Gilbert, Dennis Jones, Shirley Stewart, Jean Liggett, Sandy Bingham-Porter, Maggie Dell, Teresa Sims, Anita Thomas, Roger Miller

Absent: John Flynn, Mickey Carrell, Wayne Bosler, Lynn Kimbrough, Adam Due

Visitors: Steve Gilbert, Dick Smyser, Granville Justice, Peggy Reese, Bob Thomas, Dr. Elise Post, Lloyd Leonard, Bob Probst, Pat Hill, Bill Witsman, Joy Craft, Dr. Colbert, Bruce Cohrs, Dr. Jorns, Ed Adams

Minutes: A motion (Thomas/Liggett) to approve the minutes of April 11, 1994 passed.

I. Old Business

A. Smoking Subcommittee (Sims/Gilbert/Miller/Due)

The smoking subcommittee met with the Student Senate committee on April 13 and will meet again on April 25 to discuss the smoking survey results. The Bookstore lounge is a main concern. Four 'Smoke Eaters' will be placed in the Union. Two will be located in McDonald's, one on the third floor, and another in the Alumni Lounge.

B. Discussion of Physical Plant (Vice President Colbert)

Senator Cross asked what was the justification for the positions of Construction Coordinator and Architect II when Mr. Weidner (Director of Physical Plant) was hired to oversee construction projects and design. Dr. Colbert responded, that he made the decision to modify a vacant position (due to retirement) to Construction Coordinator and another vacant position to Architect II. The Architect II position will also act as American Disabilities Act Administrator. No additional positions have been created. State of Illinois Auditors require all building projects in excess of \$5000 to be signed off by a person certified in the appropriate field. (i.e. architectural, electrical, etc.) Dr. Colbert wants the positions filled with certified people.

Dr. Colbert wants to stop EIU funds going to outside consultant fees. He cited the example of the present process of purchasing an electrical generator backup for Computer Services. EIU spent \$33,000 to have an off campus consultant determine what size generator the computer system needed.

Senator Cartwright asked if more in house staff would be used for construction on campus. Dr. Colbert responded, Mr. Weidner will be doing all of the new Greek Court design but we do not have the manpower in house to continue day to day functions plus new construction. Some construction might be able to be handled in-house, however we will get the job done with the least amount of expense to the University.

Senator Bingham-Porter asked if the new Construction Coordinator would be able to catch or stop any construction flaws as a project is underway. This was not the case with prior construction in Greek Court. Dr. Colbert responded, that's what happens when design and construction coordination is handled outside of EIU. Our staff will have more control on the projects. We spent \$70,000 in certification fees for the Student Rec Center and will be spending an additional \$30,000 in fees for the outside track. We have spent too much money on outside certification fees and it must stop. Senator Sims asked why so much money in advertising has been spent for these two new Physical Plant positions. Dr. Colbert wants to make sure the applicants are certified in their area of expertise. He does not want to hire anyone who is not certified.

C. Recording Secretary for Staff Senate

Dr. Jorns reported that Billie Rawlings will no longer be doing Faculty Senate minutes.

II. Correspondence

A. Current Legislative Bills from Sandi Ramsay

B. Quarterly Meeting of Employees Advisory Committee from Sandi Ramsay

C. Memo from Shirley Stewart

III. Reports

A. President Jorns

Eastern has had a fairly even year with no major catastrophes. President Jorns' biggest concern is the \$600,000 deficit. EIU is being allowed to lobby the state government.

Drs. Jorns and Nilsen will increase their lobbying effort for additional State funding.

B. Learner's Support Group (Dell)

The Learner's Support Group has met twice to accommodate different shift times. There were many good ideas and a few complaints. The meetings were very constructive. Next meeting will be May 19. A sample brochure will be presented on the Learner's Program. Senator Dell spoke of the Mentor Program which is in its planning stages. This program is to help give direction and support to the Learner's Program.

C. Human Resources Review Committee (Jones/Bosler/Cross)

The committee met with Dr. Post. Human Resources is working on employee orientation for all employees on campus. Desk Audits are proceeding on a 90 day turn around. Over 20 audits are in process at this time.

D. Screening Committee for Assistant VPAA (Liggett)

Campus interviews are tentatively scheduled for May 9 through 12.

E. Child Care Center Committee (Sims)

Meeting is scheduled at 3:00 April 25.

F. Staff Outreach Committee (Jones)

Additional pages to the Faculty/Staff Directory would cost \$100. Senator Jones will continue to research the feasibility of adding pages to the directory. A proposal would need to be submitted to the President's office to cover this cost.

IV. New Business

A. Learner's Program Concern (Steve Gilbert)

Mr. Gilbert stated 19% of his work force has come through the Learner Program. He feels the program is headed in the right direction. He spends 3 to 5 days helping each Learner in the Program. Since the new guidelines have been in place. Regarding the Learners, Mr. Gilbert is disappointed in the current group of candidates. In his opinion, only one candidate is viable in the group of fourteen. He would like all minority groups to interview with the top test scores. Dr. Post responded the new policy was used to select job candidates. Human Resources will attempt to send the top 5 scores. Mr. Gilbert was sent 15 people with top scores. Senator Jones asked what were the problems with the interviewers. Gilbert spoke of general problems. Dr. Post asked if these concerns have been brought to Human Resources. Mr. Gilbert replied not yet. Dr. Post asked that all concerns come to Human Resources. This is the only way they can deal with any problems or concerns. Senator Cross asked if one minority group is completely eliminated from the selection process is that not discrimination? Dr. Post replied this is not their intent. We had to start with minority groups that were not represented at all on campus.

Senator Cross asked why 75% of all Learners are in one area. Dr. Post replied that she is working with other areas. Dr. Post strongly stated, Human Resources does not want supervisors to feel something is being pushed upon them. Dr. Post has created the Human Resources Forum as an avenue to get information out. They will talk to anybody about any problems or questions. Human Resources wants input from Eastern's employees.

B. Appointees to Faculty Senate/Staff Senate Committee

A motion (Cross/Bingham-Porter) was made and passed to have the current Liaison Committee act as appointees to the new Faculty Senate/Staff Senate Committee.

C. Due to a recent promotion to Director of Student Services Staff Senate President Shirley Stewart has submitted her resignation. Staff Senate Vice President Vicki Gilbert will assume the Staff Senate President duties. Dr. Jeanne Simpson will replace Senator Stewart on the Senate. The Staff Senate wishes to thank Senator Stewart for all the many hours she has worked to make the Staff Senate a success.

IV. Adjournment

The next meeting is on May 9, 1994 in the Schahrer Room, Union at 1:00 p.m.

A motion was made and passed to adjourn the meeting (Thomas/Gilbert). The meeting adjourned at 2:24 p.m.

Respectfully submitted,

Sandy Bingham-Porter
Staff Senate Secretary